

Programme & Communities Coordinator (Part-time)

Hours: 24 hours per week including some weekends and occasional evening events

Contract: Fixed Term 12 months, starting March 2026

Reporting to: Director

Location: The Horton, Epsom onsite

Salary: £17,000 per annum (£28,333 Full Time Equivalent pro-rata)

Benefits: Staff discount in The Horton Café; Free and discounted tickets; Employee Wellbeing Support Service; Training Opportunities; Organisational membership of professional bodies.

The Horton is seeking an enthusiastic and dynamic individual to take on the role of Programme & Communities Coordinator. You will provide support and help to deliver an inspiring public engagement programme – primarily focused on our Heritage Lottery-funded project *The Music of Life*.

Your passion and organisation will enable you to deliver a range of innovative and accessible activities which successfully engage new audiences in fascinating local history which had a significant international impact. You will have a proven track record of developing, delivering and evaluating projects.

Key responsibilities

- Planning, delivering and evaluating activities for a range of target audiences.
- Consulting, collaborating, and co-creating with our partners and local communities to ensure activities are relevant, accessible and diversify our audiences.
- Creating and maintaining programming documents and spreadsheets.
- Taking responsibility for a small project budget and associated administration.
- Responding to email communications in a timely manner.
- Setting and meeting deadlines to ensure activities are delivered successfully and within budget.
- Developing and strengthening relationships with stakeholders to optimise the impact of The Horton's programme.
- Raising awareness of The Horton's heritage offer and The Music Of Life Project in the wider region.

- Being proactive in ensuring diversity of representation and inclusion in The Horton's programme.
- Collecting and analysing data for the project evaluation including creating impact case studies.
- Working with and supervising volunteers to delegate tasks as appropriate.
- Collaborating with The Horton's team in operations, marketing and finance for each activity.
- Working with The Horton team to ensure an excellent experience for all visitors.
- Acting generally as a representative and ambassador of The Horton.
- Abiding by The Horton's policies and procedures.
- Upholding The Horton's values of tolerance, including everyone, and welcoming diversity.
- Attending personal development and training, as required.
- Undertaking any other duties as reasonably required.

Skills and Experience

Required

- A track record of developing, delivering and evaluating cultural projects.
- Strong communication skills to engage audiences.
- Excellent time-management with ability to prioritise workload.
- The ability to work independently, as well as with other staff and external suppliers to successfully deliver projects.
- Enthusiasm for music, heritage and storytelling.
- Confidence in working with artists and external stakeholders.
- Excellent organisational skills and attention to detail.
- Good computer skills – using Microsoft Word and Excel
- Be able to pass an enhanced DBS check.

Nice To Have

- Previous experience of working with different audience groups – including children and young people.
- Current enhanced DBS check
- Knowledge of Canva
- Musical ability

You may have experience in the following areas: Community Engagement; Programming; Audience Development, Learning and Participation; Events.

How to apply

Please send your full up-to-date CV and cover letter stating why you are interested in the role and how you meet the job specification to: hr@thehortonepsom.org. Please ensure your CV and cover letter attachments are both named.

Please put **Programme and Communities Coordinator Application** in the Subject Line.

Closing date: Sunday 1st March 2026

Candidates may be interviewed on a rolling basis as they apply.

This role is supported by funding from The National Lottery Heritage Fund.

